

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
08-09-10

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Date: August 9, 2010

To: President & Trustees

From: Administrative Assistant

President J. Feece called the Trustee Meeting to order at 5:03 pm with the following persons in attendance:

J. Feece	T. Reynolds	R. Weber	P. Hall	K. Callaghan
T. Haley	R. Britz	B. Thomas	M. Huneke	B. Schopp

Public Comment:

No comment

Previous Meeting Minutes:

J. Feece called for any additions or correction of the minutes from the previous month's meeting. R. Weber made a motion to accept the minutes. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

R. Weber made a motion to accept the executive session minutes from July 12, 2010 as presented. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Administrative Assistant P. Hall presented the Treasurer's Report.

T. Reynolds made a motion to approve the Treasurer's Report. R. Weber seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses from July 13, 2010 – August 9, 2010 in the amount of \$108,587.54.

T. Reynolds made a motion to approve the bills. R. Weber seconded the motion. It was voted on and approved.

Fire Chief K. Callaghan Comments:

1) Squad Price Adjustment

- Chief Callaghan informed the Board of Trustees that he has contacted BP Apparatus and there have been no parties interested in purchasing the squad so far. He does not propose any change in the asking price at this time.

2) Assistant Chief Job Description

3) Assistant Chief position approval

- Chief Callaghan reviewed the job description for the Assistant Chief position. The Board of Trustees agreed that the district may start the process of hiring a new Assistant Chief.

R. Weber made a motion to approve the Assistant Chief position and begin the hiring process. T. Reynolds seconded the motion. It was voted on and approved.

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Fire Chief K. Callaghan Comments continued:

- 4) Assistant to Administrative Assistant part time position
 - Chief Callaghan informed the Board of Trustees that an assistant is needed to assist Administrative Assistant P. Hall. This would be a part time position and the new assistant would work up to 20 hours per week
 - Chief Callaghan spoke with the district's accounting firm, SIKICH. They agree with Chief Callaghan that an individual that is familiar with accounting, bank reconciliations and payroll would be needed. SIKICH recommends that the starting pay range from \$15.00 - \$18.00 per hour.

R. Weber made a motion to hire a part time Assistant to the Administrative Assistant. T. Reynolds seconded the motion. It was voted on and approved.

Assistant Chief T. Haley of Fire Operations Comments:

- 1) Review Incident Report for District
 - Assistant Chief T. Haley presented the Firehouse Incident Report for July 2010 listing the incidents that the district has been dispatched for. The report is broken down into mutual aid incidents as well as incidents per quadrant of the district. In July 2010, there were 25 incidents North, 27 incidents South, 49 incidents Center and 5 incidents Mutual Aid for a total of 106 incidents.
 - Year to date, 781 calls in 2010 versus 6759 in 2009. A copy of the report has been placed on file.
 - Trustee Weber requested Assistant Chief Haley review the incident with excessive response times during the month of July.
- 2) Policy Manual Update
 - Assistant Chief Haley informed the Board of Trustees that Chief Callaghan was on vacation and has not had the opportunity to review the rough draft of the policy manual from SIKICH. After reviewing the rough draft, it will be sent back to SIKICH for revisions.
 - Assistant Chief Haley is hoping to have a draft for the trustees to review at the October meeting.
- 3) Upgrade Phone System
 - Assistant Chief Haley informed the Board of Trustees that a new phone system is needed due to the current one being outdated. \$19,500.00 was budgeted for a new phone system and approved in the 2010-2011 budget by the board in July 2010.
 - The new system would have the following features:
 - a) Point to point to system that allows the district to page at Station Two from Station One
 - b) Transfer calls back to Station One if no one answers at Station Two
 - c) Utilize the phone lines from the other station if all the lines are being used at one station
 - d) Voice mail
 - e) Capability to answer door phone at Station Two
 - Assistant Chief Haley stated that he has three proposals and he narrowed it down to one company. The company that he chose has all the features that the district is looking for and they offered a buy back of the old system reducing the cost to the district.
 - Trustee Reynolds inquired as to if the new system is all automated or if the caller would speak with a person. Assistant Chief Haley stated that the phones would continue to be answered 24 hours a day by an individual and the system is user friendly.

T. Reynolds made a motion to purchase a new phone system. R. Weber seconded the motion. It was voted on and approved.

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Assistant Chief T. Haley of Fire Operations Comments continued:

- 4) Response times from utility companies
 - Assistant Chief Haley informed the Board of Trustees that the response time from utility companies to incidents requiring their assistance is very lengthy. He inquired from the attorney if the district can bill utility companies for the amount of time personnel have to sit on the scene waiting. Recently, Commonwealth Edison response times were 3-4 hours with Nicor averaging 1 hour.
 - Assistant Chief Haley stated that if the personnel had to leave the scene of an incident where they are just waiting for a utility company, this will be a large liability to the district.
 - Attorney R. Britz stated that he does not believe the district can bill the utility companies but he does feel a letter sent to the CEP of the utility companies may be of assistance. The district could notify the utility companies of the problem and inquire as to how they can help rectify the situation.

- 5) Foreign Fire Insurance Board; List of Expenditures
 - Assistant Chief Haley informed the Board of Trustees that the Foreign Fire Insurance Board recently met and compiled a list of expenditures for their approval.

Recommended List of Expenditures for ECFPD Board of Trustee approval at 08-09-10 meeting

- 1) Two Charbroil Commercial Series 4-Burner Quantum LP Grills
 - One grill for each station with covers and conversion kits
 - \$650.00 each for a total of \$1,300.00
- 2) Six "Guardian" Recliners
 - Three recliners for each station
 - Annual assessment and recommendation for future replacement as needed.
 - \$675.00 each for a total of \$4,050.00
- 3) Two DVD Players
 - Not to exceed \$300.00 each for a total of \$600.00

TOTAL AMOUNT FOR ALL ABOVE EXPENDITURES \$5,950.00

Other topics of discussion by Foreign Fire Insurance Board

- The Board tabled discussion of coffee until detailed financials can be provided from the district.
- Station Fund discussion. Board does not feel this is necessary since the shifts are all purchasing condiments separately at this time.
- Refrigerators requested for each shift at both stations. Denied since it is not feasible at this time due to set up of kitchens.
- S. Nielsen will be presenting research at the next meeting in regards to obtaining a Dish Network Satellite Dish at both stations as well as the possibility of employees being able to purchase Pay per View movies with their personal credit cards.
- Discussion held in regards to the pop machine rental that the district currently pays while the department benefits from the sales.
- Names on Turnout gear coats discussed. Board determined this has a low priority at this time.
- The Board tabled extrication gloves for all employees until Greg Algrim returns and can research. He will then provide a quote for their discussion/approval.

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Other topics of discussion by Foreign Fire Insurance Board continued:

- Non-mandatory Classes recommend for discussion by Chief Callaghan. Board disagrees and feels this is a district training expense.
 - Radios for POC's mentioned and nothing determined.
 - Form Fitting Baseball Caps discussed. Board will recommend the district upgrade designs and consider making changes. If approved, an employee seeking a form fitting baseball hat would then purchase on their own using the approved design.
- Discussion was had by the Board of Trustees and the Trustees all agree that the district should not be absorbing the expenses associated with the rental of the pop machines since the Department keeps all the proceeds from pop sales.
 - The Board of Trustees recommend the Elburn Fire Department pick up the rental of the machines. If the department does not agree to do so, the district recommends vendors are contacted such as Pepsi or Coca Cola to take care of the machines and pop sales at no cost to the district.

R. Weber made a motion to approve the recommended list of expenditures in the amount of \$5,950.00 as presented by the Foreign Fire Insurance Board. T. Reynolds seconded the motion. It was voted on and approved.

Attorney B. Thomas Comments:

- No Comment

Attorney R. Britz Comments:

- Attorney R. Britz stated that he will be updating the Board of Trustees on current legislation in September or October 2010.
- Chief Callaghan and Trustee J. Feece stated that Trustee Feece's term will be coming up in the April election. Attorney R. Britz will forward the needed information to Trustee J. Feece so he can proceed with the procedure if he would like to seek re-election.

Administrative Assistant Comments:

- No Comment

Other Concerns:

- Chief Callaghan informed the Board of Trustees that the parking lot at Station One needs to be replaced. This was budgeted and approved in the 2010-2011 budget by the board in July 2010. The current bid he has is out of date and he is seeking a new bid. He will present the new bid for approval at the next trustee meeting.
- Chief Callaghan informed the Board of Trustees that there are two employees off work for workers compensation injuries.
- Chief Callaghan informed the Board of Trustees that there is no union update. The next mediation will be held on August 19th at 9:00 am if any of the trustees are able to attend.
- Trustee Feece stated that there are vacant lots in the Blackberry Creek Subdivision. He inquired as to if all the hydrants are charged and if that is customary. Chief Callaghan stated that yes they are and it is customary. Trustee Feece also inquired to the need for height adjustment on the hydrants. Chief Callaghan stated that should not be necessary unless they were not engineered properly.

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Other Concerns continued:

- Chief Callaghan stated that the district would be updating the Board of Trustees on the status of a new ambulance and brush truck with quotes at the next meeting.
- Chief Callaghan stated that he will be attending a meeting in regards to the tornado siren with the Village of Elburn this evening at 7:15 pm. He will recommend publication as to the policy for the severe weather/tornado siren with a phone number that residents can contact for further information.

Public Comment:

No comment

At 5:57 pm, T. Reynolds made a motion to adjourn the meeting. R. Weber seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall
Administrative Assistant
Elburn & Countryside Fire Protection District